



# ACCLAIM AUTISM



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## Medical Billing Manager

We have an exciting opportunity for an experienced medical insurance biller with management experience.. The successful candidate will have experience billing US medical insurance, both commercial and Medicaid. We can train on behavioral health differences from other medical insurance billing. The successful candidate will take the lead on billing, coordinating with remote colleagues while resolving denials, filing appeals, and reporting. We also expect the successful candidate to act as a subject matter expert on insurance matters with internal colleagues, and with patient's families when discussing insurance anomalies. This position requires proficiency with spreadsheets, manual tracking, and the ability to learn multiple pieces of software with each insurance funder. Management and problem solving skills are essential. This role requires in-person work at least once per week in our Lancaster, PA office.

### About Acclaim Autism

We are a locally-owned company, passionate about improving the lives of children and families impacted by ASD. We focus on quality without answering to a corporate entity. The family and staff experience is of paramount importance to us, making us an employer of choice. We take education and employee development seriously, and remove most of the administrative work from clinician's plates. We have a lot of exciting projects we're working on, but don't let them distract us from our fundamental duty to help children and families impacted by autism spectrum disorder (ASD). Our offices are in Pennsylvania & California.

### Responsibilities & Duties

- Submit insurance claims within established timeframes.
- Track status of claims and follow-up with insurance funders about delayed processing and denied claims.
- Resolve issues by contacting insurance funders, and update procedures for billers.
- File appeals for denied claims.
- Provide subject matter expertise to internal staff to answer insurance related questions.
- Talk with parent's of patients that encounter insurance issues to resolve problems.

### Requirements

- Five or more years of medical billing experience.
- Team player that communicates well with internal colleagues.
- Excellent communication skills to resolve insurance issues with families and funders.
- Ability to use and learn multiple systems.



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- Strong work ethic and ability to communicate effectively with insurance funders to resolve claims issues.
- Tech savvy: learns and adapts to new systems independently with minimal support.
- Reliable, punctual and organized.
- No sanctions or disciplinary actions taken against one's license/certification.
- No Medicaid/Medicare sanctions or be excluded from federally funded programs.
- Must pass all clearances, including PA child abuse clearance, FBI fingerprinting, PA criminal record check, Federal criminal record check, County criminal record check, Sex Offender, PA driver's license check.

## What Makes Acclaim Autism Different?

- Strong values, with the families we serve at the center of what we do.
- Wonderful team of passionate colleagues.
- Permanent employees receive tuition reimbursement and annual CEU stipend for training, conferences, or other courses, as well as a full suite of benefits.
- Strong culture of training and feedback.

## Benefits

You are the most valuable resource within our organization. We invest in you, your development, and give you professional growth opportunities.

Benefits include:

- Create your own schedule.
- Paid time off.
- Quarterly bonus.
- Tuition reimbursement / CEU & conference stipend.
- Ongoing free training & development.
- Retirement / 401k company matching.
- Health, dental & vision benefits for full-time employees .
- Employee assistance program (EAP).
- Paid parental leave.
- Commuter & daycare benefits.
- Life & disability insurance.
- Discounts on event tickets, national parks, movies, and more.

We are an equal opportunity employer. We do not discriminate against applications, including discrimination on the basis of race, color, religious creed, disability, ancestry, national origin, age, sex or other.



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